



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS International Registration Plan

How to process a 72 Hour Permit

- **Important Notes**

- **Hunter's Permit**

Authorizes the movement of a vehicle and trailer in all jurisdictions upon cancellation of a lease, at the empty weight by a lessor if the apportioned plate has been surrendered to the (motor carrier) lessee. Cost is \$25.00 and is valid for 30 days.

- **72-Hour Reciprocity Trip Permit**

Permit required for carriers based in another jurisdiction that is not properly licensed to travel in or through the State of Missouri. This permit allows the carrier to make inter & intra jurisdictional movements and are vehicle specific. Cost is \$10.00.

- **72-Hour Special Fuel Trip Permit**

Required prior to entry or re-entry into Missouri when not registered for IFTA. This permit is vehicle specific. This permit cost \$10.00

- **72-Hour Trip Permit**

Permit takes the places of an intrastate sticker. Permit does not take the place of required intrastate authority. Cost is \$10.00.

- **Temporary Decal Permit**

Permit takes place of an IFTA decal sticker. Permit must be accompanied with a current IFTA license. No cost for this permit.

- **Combination**

This permit is a combination of a Reciprocity, Fuel, and/or Authority Sticker Trip permit in one. Cost is the total of permits ordered in combination.

IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password,
[Click Here](#)

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function (see page 11) to return to the last saved page.



BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session. After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, use a Form MCS 150 – update electronically at www.saftersys.org or download a paper copy at www.modot.org/mcs/irp/index and fax, e-mail, or mail it to MoDOT. MCS-150s must be updated at least once every 18 months. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277.

OUR CONTACT INFORMATION

MoDOT Motor Carrier Services
1320 Creek Trail Drive
PO Box 893
Jefferson City, MO 65102-0893

Toll-Free: 1-866-831-6277
Local: 573-751-7100
Fax: 573-751-0916
E-mail: contactmcs@modot.mo.gov

72 - HOUR PERMITS

A 72-Hour Permit can be issued for Reciprocity, Fuel, and/or Authority Sticker Trip permits. Permits are necessary for carriers based in another jurisdiction when traveling into Missouri who are not properly registered for Missouri. This permit allows interstate and intrastate movements. Seventy two hour permits are vehicle specific. The permit cost is determined by permit type(s) selected. Permits are valid for 72 hours/3 days. Missouri currently has no limitation on how many permits can be purchased before apportioned license or IFTA license must be purchased.

Note: Permit may be issued when an out of state carrier's load is non reducible and is heavier than their weighted plate. If the load exceeds 80,000 lbs an Oversized/Overweight permit is required.

Who is required to have an OPA Trip permit?

- A carrier making point to point movements in the state of Missouri (for hire), is required to have Missouri Intrastate Operating Authority in active status. An OPA trip permit does not take the place of required Missouri Operating Authority; it takes the place of the decal, only. If carrier has current UCR (Unified Carrier Registration), decal or permit is NOT required.
- An OPA trip permit would be needed when a unit does not have the required decal, but the carrier does have existing Missouri Intrastate Operating Authority.
- When a carrier makes Interstate moves only, only UCR is required, no permit or decal is required.

When is an IRP/IFTA permit required?

- Carrier operates in two or more jurisdictions;
- The power unit licensing weight is 26,001 lbs., or higher;
- The power unit has more than two axles regardless of licensed weight;
- The power unit is used in combination and the said combination is 26,001 lbs. or higher; or
- The power unit performs commercial **intrastate** movements in Missouri, regardless of licensed weight.

Exempt Vehicles:

- Farm registered vehicles (IRP ONLY) – Used to transport agricultural products produced or property purchased by the owner for use on his/her farm.
- Commercial vehicles – Traveling entirely intrastate (within a jurisdiction) - such as those used for city pickup and delivery vehicle(s) or vehicles that display restrictive plates, which have geographic area, mileage or commodity restrictions.
- Recreational vehicles – such as motor homes, pickup trucks with attached campers, and buses when used exclusively for personal pleasure by an individual. In order to qualify as a recreational vehicle, the vehicle shall not be used in connection with any business endeavor.
- Government owned vehicles (IRP ONLY).
- Crane/Special Mobile Equipment- If it is a true crane/special mobile equipment (equipment that is not generally plated) no permits are required. If it is a truck (plated unit) with a crane lift (i.e. hauling bricks, lumber, steel, etc...) than it is required to have IRP/IFTA license/permits.

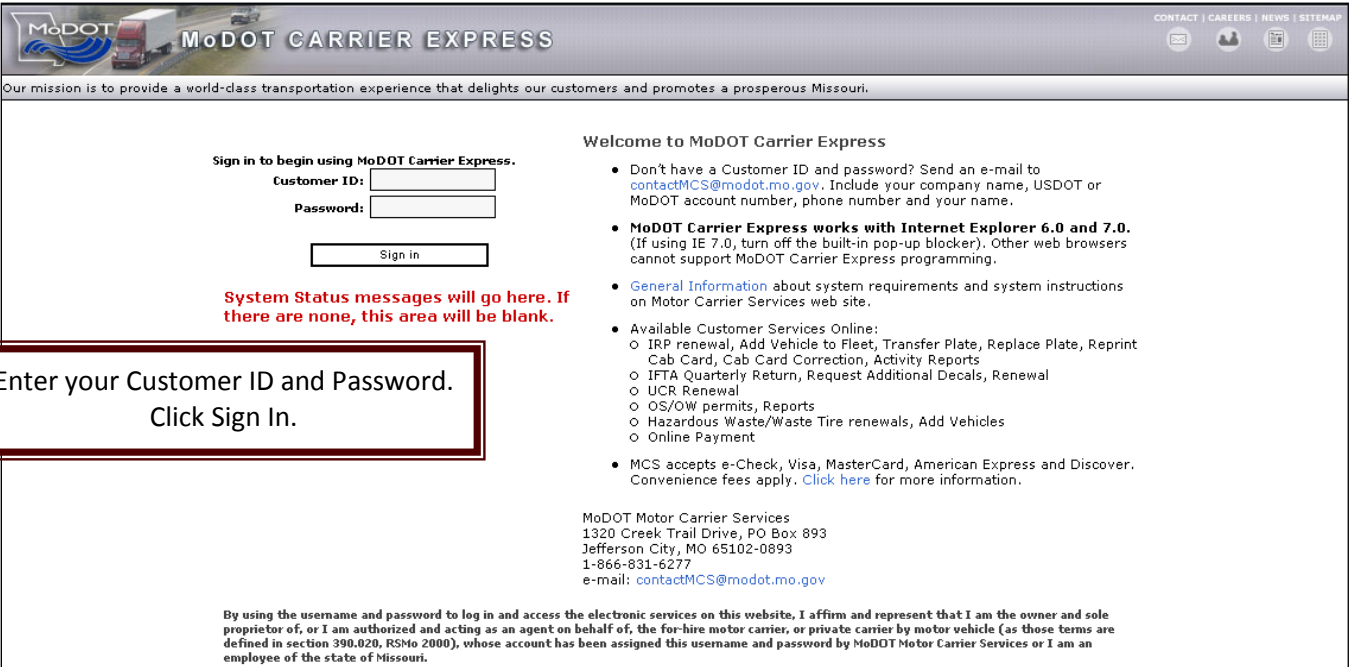
Note: Vehicles or combinations having a gross vehicle weight of 26,000 pounds or 11,793.401 kilograms or less and buses used in transportation of chartered parties may be registered at the option of the registrant.

Processing a 72-Hour Trip Permit

This manual describes how to process a 72-Hour Trip Permit online using the MoDOT Carrier Express System.

Internet web address: <https://mcs.modot.mo.gov/portal/wps/myportal/>

Log into MoDOT Carrier Express System



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

Sign in to begin using MoDOT Carrier Express.

Customer ID:

Password:

System Status messages will go here. If there are none, this area will be blank.

**Enter your Customer ID and Password.
Click Sign In.**

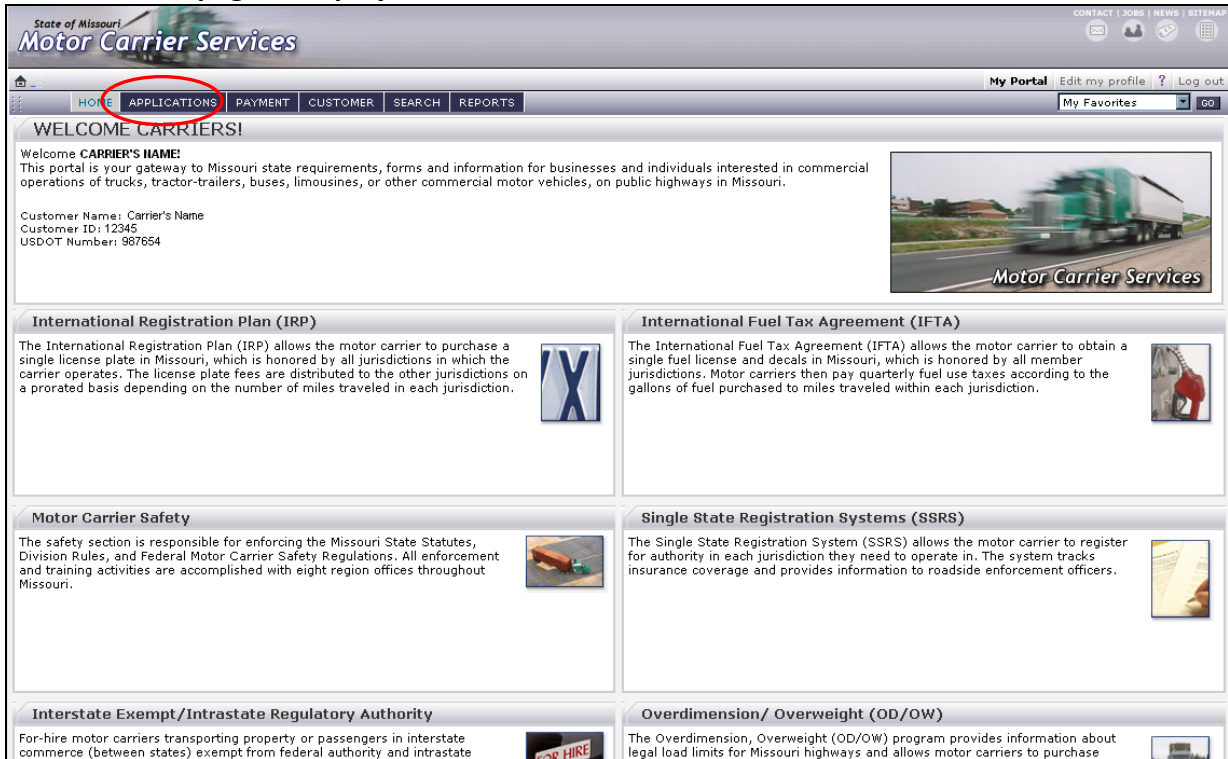
Welcome to MoDOT Carrier Express

- Don't have a Customer ID and password? Send an e-mail to contactMCS@modot.mo.gov. Include your company name, USDOT or MoDOT account number, phone number and your name.
- **MoDOT Carrier Express works with Internet Explorer 6.0 and 7.0.** (If using IE 7.0, turn off the built-in pop-up blocker). Other web browsers cannot support MoDOT Carrier Express programming.
- [General Information](#) about system requirements and system instructions on Motor Carrier Services web site.
- Available Customer Services Online:
 - o IRP renewal, Add Vehicle to Fleet, Transfer Plate, Replace Plate, Reprint Cab Card, Cab Card Correction, Activity Reports
 - o IFTA Quarterly Return, Request Additional Decals, Renewal
 - o UCR Renewal
 - o OS/OW permits, Reports
 - o Hazardous Waste/Waste Tire renewals, Add Vehicles
 - o Online Payment
- MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. [Click here](#) for more information.

MoDOT Motor Carrier Services
1320 Creek Trail Drive, PO Box 893
Jefferson City, MO 65102-0893
1-866-631-6277
e-mail: contactMCS@modot.mo.gov

By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2000), whose account has been assigned this username and password by MoDOT Motor Carrier Services or I am an employee of the state of Missouri.

The Welcome Carrier page is displayed.



State of Missouri
Motor Carrier Services

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My Portal Edit my profile ? Log out

My Favorites GO

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS

WELCOME CARRIERS!

Welcome **CARRIER'S NAME!**
This portal is your gateway to Missouri state requirements, forms and information for businesses and individuals interested in commercial operations of trucks, tractor-trailers, buses, limousines, or other commercial motor vehicles, on public highways in Missouri.

Customer Name: Carrier's Name
Customer ID: 12345
USDOT Number: 987654

International Registration Plan (IRP)

The International Registration Plan (IRP) allows the motor carrier to purchase a single license plate in Missouri, which is honored by all jurisdictions in which the carrier operates. The license plate fees are distributed to the other jurisdictions on a prorated basis depending on the number of miles traveled in each jurisdiction.

International Fuel Tax Agreement (IFTA)

The International Fuel Tax Agreement (IFTA) allows the motor carrier to obtain a single fuel license and decals in Missouri, which is honored by all member jurisdictions. Motor carriers then pay quarterly fuel use taxes according to the gallons of fuel purchased to miles traveled within each jurisdiction.

Motor Carrier Safety

The safety section is responsible for enforcing the Missouri State Statutes, Division Rules, and Federal Motor Carrier Safety Regulations. All enforcement and training activities are accomplished with eight region offices throughout Missouri.

Single State Registration Systems (SSRS)

The Single State Registration System (SSRS) allows the motor carrier to register for authority in each jurisdiction they need to operate in. The system tracks insurance coverage and provides information to roadside enforcement officers.

Interstate Exempt/Intrastate Regulatory Authority

For-hire motor carriers transporting property or passengers in interstate commerce (between states) exempt from federal authority and intrastate

Overdimension/ Overweight (OD/OW)

The Overdimension, Overweight (OD/OW) program provides information about legal load limits for Missouri highways and allows motor carriers to purchase

FOR HIRE

1. Click **APPLICATIONS**

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Information IRP IFTA **PERMITS** OS/OW HW/WT

Permit Menu

Issue Permit

Reprint Permit

Permit Inquiry

CONTINUE Submit Refresh

2. Click **PERMITS**
3. Click **ISSUE PERMIT**

State of Missouri
Motor Carrier Services

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Information IRP IFTA **PERMITS** OS/OW HW/WT

Permit Menu

Issue Permit

Hunter's Permit

72-Hour Reciprocity Trip Permit

72-Hour Special Fuel Trip Permit

72-Hour Trip Permit

Temporary Decal Permit

Combination

☐ 72-Hour Reciprocity Trip Permit

☐ 72-Hour Special Fuel Trip Permit

☐ 72-Hour Trip Permit

Reprint Permit

Permit Inquiry

CONTINUE Submit Refresh

4. Click the desired permit:
 - **Hunter's Permit** - Authorizes the movement of a vehicle and trailer in all jurisdictions upon cancellation of a lease, at the empty weight by a lessor if the apportioned plate has been surrendered to the (motor carrier) lessee. This permit cost \$25.00 and is valid for 30 days.
 - **72-Hour Reciprocity Trip Permit** - Permit required for carriers based in another jurisdiction that is not properly licensed to travel in or through the State of Missouri. This permit allows the carrier to make inter & intra jurisdictional movements and are vehicle specific. This permit cost \$10.00
 - **72-Hour Special Fuel Trip Permit** - Required prior to entry or re-entry into Missouri when not registered for IFTA. This permit is vehicle specific. This permit cost \$10.00
 - **72-Hour Trip Permit** - Permit takes the places of an intrastate sticker. Permit does not take the place of requires intrastate authority. This permit cost \$5.00.
 - **Temporary Decal Permit** - Permit takes place of an IFTA decal sticker. Permit must be accompanied with a current IFTA license. No cost for this permit.
 - **Combination** - This permit is a combination of a Reciprocity, Fuel, and/or Authority Sticker Trip permit in one.
5. Click **SUBMIT**

State of Missouri
Motor Carrier Services

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HOME | APPLICATIONS | PAYMENT | CUSTOMER | SEARCH | REPORTS

Information | IRP | IFTA | PERMITS | OS/OW | HW/WT

Application Nbr: Permit Nbr:

Beginning Date: / / Time: : : AM

Applicant's Name: CARRIER'S NAME

Address: 1320 CREEK TRAIL DRIVE

City: JEFFERSON CITY State: MO - MISSOURI Zip: 65102

Make: Vin: Model Year:

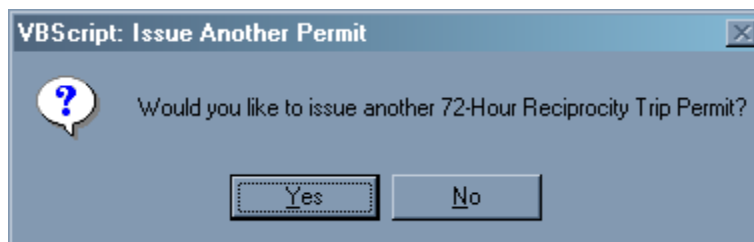
License Nbr: Reg State: USDOT: 1581655

Delivery Options: E - Email
F - Fax
V - Preview

As the requestor of this permit, I affirm that all the requirements as stated in RSMo 301.266 in obtaining this permit have been met and the information I have indicated is true and correct.

CONTINUE Submit Return Refresh

6. Enter **BEGINNING DATE** and **TIME**
7. Select **MAKE**, **VIN**, and **MODEL YEAR** of the unit.
8. Enter **LICENSE NUMBER (NBR)**
9. Select **REGISTRATION (REG) STATE**
10. Select **DELIVERY OPTIONS** from the drop down box.
 - Email - Select and enter an e-mail address to receive invoice and permit over the Internet.
 - Fax - Select and enter FAX number to receive the invoice and permit by fax.
 - Preview - Select to send the invoice and permit to the REPORT LIST (A tab at the top of your screen) for review and printing.
11. Click **SUBMIT**
12. Click **SUBMIT** to confirm



13. A prompt will appear asking if you want to issue another permit
 - If yes – the vehicle information will clear. Enter the next unit's information. Proceed to steps 6 through 12.
 - If no - the system will go back to the Permit Menu.

WHAT YOU NEED TO KNOW BEFORE MAKING AN ONLINE PAYMENT

If you do not wish to pay online, you may send a check with a copy of your invoice to:

Mailing address

MoDOT Motor Carrier Services
P O Box 893
Jefferson City, MO 65102

Physical Address (for shipping by UPS, FedEx, DHL, etc.)

MoDOT Motor Carrier Services
1320 Creek Trail Drive
Jefferson City, MO 65109

Credit/Debit Card

MoDOT Motor Carrier Services accepts Visa, MasterCard, American Express, and Discover.

Convenience Fee

A convenience fee, charged by the card processing company, is added to each transaction. The fees are based on the amount of the transaction, see table below:

Transaction Dollar Amount	Convenience Fee
0-\$33	\$1.00
\$33.01-\$100	3%
\$100.01-\$250	2.95%
\$250.01-\$750	2.85%
\$750.01-\$1000	2.80%
\$1000.01-\$1500	2.75%
\$1500.01-\$2000	2.70%
\$2000.01and up	2.60%

Security Code (CV2)

The security code, also known as a CV2, is a three-digit number printed on the signature section on the back of the card. Enter the security code in the box marked "**CV2**". It is a required field.

If you pay in person or by phone, the MoDOT agent will ask for the code.

Get Fee

Use the Get Fee button to calculate the exact amount of the convenience fee. When the fee appears, you can apply payment.

Using e-check

Pay directly from a checking account. The convenience fee for this service is 60 cents, regardless of the transaction amount.

PROCESSING AN ONLINE PAYMENT

Click on the **PAYMENT** tab and choose **PAYMENT SYSTEM**

The screenshot shows the online payment system interface. The **PAYMENT** tab is selected in the top navigation bar. Below the navigation bar, the **Payment System** link is highlighted. The **Current Customer Information** section displays: Customer ID: 50279, Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION, and USDOT: 9898989. The **Invoice List** section shows a table with columns: Description, ID, Status, Balance, and Date/Time. The first row is highlighted, showing an invoice with ID 745182, Status INVOICED, Balance \$3084.48, and Date/Time 2009/05/07 10:27:27. A callout box labeled "Invoice Status" points to the status dropdown menu, which is currently set to "-- status --". A text box next to the callout says: "Click the drop down list for invoice status and select **INVOICED**".

1. Click on the **BLUE ID NUMBER** of the invoice you wish to pay. Invoice details will appear on the right side of the screen.

The screenshot shows the online payment system interface with the **Motor Carrier Services** header. The **PAYMENT** tab is selected. The **Customer Information** section displays: Customer ID: 50279, Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION, and USDOT: 9898989. The **Invoice List** section shows a table with columns: Description, ID, Status, Balance, and Date/Time. The first row is highlighted, showing an invoice with ID 894678, Status INVOICED, Balance \$3091.50, and Date/Time 2010/03/25 10:08:03. The **Invoice Details** section on the right displays: Invoice ID: 894678, Activity: IRP, Act No: 000012327, Supplement No: 0000, Fleet No: 01, Fleet Exp. Date: 03/2010, Line Item No: IRPP000012327012010030000, and Transaction Delivery Option: Print. The **Total Amount Due** is \$3091.50. The **Recent Delivery Options** section shows a dropdown menu with options: Preview, Email, Fax, and Mail. The **Payment Methods** section shows a dropdown menu with options: -- choose one --, Credit Card / Debit Card, and E-Check. A text box below the dropdown menu says: "We accept MasterCard, American Express, Discover, and Visa." An **Apply Payment** button is located at the bottom right.

2. Choose a delivery option
 - Fax – Sends documents/credentials to your fax number indicated – number can be changed
 - Email –Sends documents/credentials to your email address indicated – email can be changed
 - Preview – Sends documents/credentials to Report List (find in the REPORTS tab)

3. Choose a payment method

E-check

Payment Methods:

E-Check ▼

We accept MasterCard, American Express, Discover, and Visa.

Check Type: ☒ Company Check ☐ Personal Check

Account Type: ☒ Checking Acct ☐ Savings Acct

Name on Check:

Bank Routing Number:

Account Number:

Re-Enter Account Number:

Payment Amount: \$

A convenience fee of \$0.60 will be added to the total amount of your payment if you choose to pay by E-Check.

All convenience fees are paid to the company that processes the E-Check transactions.

Trouble finding Bank Routing Number and/or Account Number on your check? [Click Here for some help.](#)

Credit/Debit Card

Payment Methods:

Credit Card / Debit Card ▼

We accept MasterCard, American Express, Discover, and Visa.

Card Type: ☐ American Express ☒ Master ☐ Discover ☐ Visa

Name on Credit Card:

Expiration Date: -- month -- ▼ -- year -- ▼

Credit Card Number: CV2:

- Fill in the requested information (include CV2 security code from the back if using a card) and click on **APPLY PAYMENT** or **GET FEE**, depending on your option
- The status will change to **PAID** when full payment is processed
- Your receipt will come to you by fax or email, depending on which delivery option you chose
- Credentials will be issued when payment is made in full and all supporting documents are received